

# Community Hub



Share Bristol **Bedminster**

## Community Hub Volunteer - role description

### Purpose:

To support the growth and running of the Bedminster Community Hub as a successful venue for adult activities and events, in line with Share Bristol's funding agreement with Bristol City Council.

### Key responsibilities:

We don't expect volunteers to do *all* of the things below! We'll work with you to find and agree what suits you best.

- Help the Community Hub Coordinator and Consultant to plan, schedule and organise a diverse range of community activities for over 16s
- Contact and support partners delivering events and activities
- Promote events through social media (Facebook and Instagram) and by delivering leaflets
- Attend, oversee and contribute to activities, including the Bristol Street Festival and similar events
- Work with approved keyholders to open and close the Hub building in line with the security and safety procedures
- Prepare the space and amenities for events, checking that the toilet and kitchen are clean and tidy for Hub users
- Ensure the Hub has supplies of suitable refreshments, sanitary and cleaning products before and after events
- Restocking the community pantry, book library and local information when required
- Help the Hub to operate safely and effectively alongside the Bedminster Library of Things
- Attend occasional team meetings, training and social events
- Any other duties reasonably in line with the above and Share Bristol's policies, as directed by the Community Hub Coordinator or Consultant.

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## Community Hub Volunteer - skills and qualities

### What we need:

Hub volunteers need to be reliable, confident and trustworthy - willing to use their abilities and experience to help the Bedminster Community Hub fulfil its objectives and potential.

### What volunteers need:

We don't expect volunteers to have *all* of the skills and qualities below! We'll work with you to identify your strengths.

- A positive attitude and active support for the Share Bristol ethos
- Good communication and interpersonal skills - to help Hub and Library colleagues, partners, visitors and users feel welcome and safe
- Ability to readily travel to and from the Hub at different times of the week, weekend, day and evening
- Physical capability to operate the window shutters/fire doors and place/move furniture
- Ideally some knowledge of and familiarity with the BS3 area
- Ability to carry out basic cleaning and tidying
- Initiative to solve problems and suggest improvements to how the Hub works
- Willingness to buy essential supplies and reclaim the cost via expenses
- Understanding of and commitment to equality, diversity, inclusion and fairness
- Use of a smartphone with access to email, SMS and WhatsApp
- Good general administrative and IT skills (for example, email, spreadsheets, word processing, [Canva design](#))
- Skills in using Facebook and Instagram an advantage.